

OLLI Curriculum Committee Standing Rules

In the broadest sense, most educational authorities agree that a “comprehensive and balanced” curriculum should represent the aspirations of the institution, i.e., the outcomes it desires for its “students” to meet its expressed goals. Using that loose definition, and keeping OLLI’s Mission and Vision at the forefront, OLLI’s curriculum should be one that:

- provides an intellectually nourishing program of course offerings (both one-time and multi-week)
- allows participants to both enhance and expand their knowledge and explore new ideas and experiences.
- represents a variety of disciplines/subject areas, specifically, those designated in the Standing Rules: the humanities/arts, science/STEM, literature/drama/writing, self-improvement/wellness, history social science/politics.
- provides a term-by-term balance of offerings from among these disciplines.
- addresses diversity in terms of both majority and non-majority subject matter among course topics within disciplines; and
- responds to the expressed course content/topic needs and desires of OLLI membership as expressed through participant feedback, surveys, and other various measures.

Such a curriculum should be monitored, measured, and reported on an ongoing basis to the Curriculum Committee by the Academic Teams, and on an annual basis to the Board of Trustees.

Membership

1. Membership on the Curriculum Committee is open to all OLLI members and those individuals having a direct connection to OLLI providing, at the Chair’s discretion, there is a need to bring on new committee members.
2. Each Curriculum Committee member is expected to serve on one or more teams or be a contributing OLLI moderator.
3. Each Curriculum Committee member is expected to participate in the calling of moderators each term to encourage proposal submissions. If a member is unable to make calls to non-responding moderators in a timely manner, he or she shall advise the Scheduling team chair. Callers shall familiarize themselves with the process of submitting an online proposal to assist those wanting to propose a course.
4. The membership of any Curriculum Committee member will be terminated if the Committee member fails to attend at least 50% of the previous ten regular Curriculum Committee meetings or fails to attend four consecutive meetings, whichever is the first to occur. Exceptions to this rule may be made at the discretion of the Curriculum Committee Chair.

Meetings

1. The Curriculum Committee will hold business meetings monthly. The only exceptions will be the months of July and December during which business meetings are not normally scheduled. The

Curriculum Committee Chair will work with the Program Director to set the date and time for the meetings several months in advance and will have the discretion to change meeting dates and/or times as deemed necessary-

2. At the Committee Chair's discretion, a retreat-style meeting may be held yearly and could take the place of a regularly scheduled business meeting.
3. A quorum must be present to take a vote. A quorum equals 50% of the Committee membership plus one.
4. The Committee Chair may poll the Committee members via email in the event an issue which requires immediate action arises in between regularly scheduled business meetings. Committee members shall vote by email within the specified period. The results of the vote shall be emailed to all Committee members at the conclusion of the voting period and shall also be announced at the following business meeting.
5. Minutes of each meeting shall be recorded. These minutes shall be distributed in a timely manner to the Committee membership, the Program Director, and to the Board of Trustee. The Vice-Chair will be responsible for recording these minutes.
6. The Program Director shall attend all Curriculum Committee meetings to provide staff support and shall not have voting privileges at such meetings.

Role of the Curriculum Committee Chair:

1. The Board of Trustees Chair will appoint the Curriculum Committee Chair.
2. The Chair shall:
 - Hold this position for two years with the approval of the Board of Trustees Chair. This term may be extended should circumstances warrant an extension.
 - Preside at all meetings of the Curriculum Committee and serve on the Board of Trustees and the Executive Committee.
 - Recommend a Curriculum Committee Chair successor to the Board of Trustees Chair.
 - Notify the Chair of the Governance Committee by the end of February of each calendar year if a new Chair of the Curriculum Committee will be leading the committee beginning the following June.
 - Serve as a member of the Scheduling/Data Management team.
 - Serve as an ex-officio member of all teams lending assistance at the request of the team leaders.
 - Work closely with the Program Director to facilitate the role of the Curriculum Committee.
 - With the input of team leaders and the committee members, periodically review the yearly calendar of classes to see if the calendar is of optimum benefit to the OLLI membership and program administration.
 - Monitor the Curriculum Committee's Gmail account and respond to all inquiries. This duty may be delegated.
 - Prepare a yearly budget projecting the next fiscal year's income and expenses of the Curriculum Committee and submit such draft budget to the Board Chair, the Chair of Budget & Finance, and the Program Director no later than March 1st of each year.

Role of the Curriculum Committee Vice Chair:

1. Perform the duties and responsibilities of the Chair in his/her absence or inability to serve.
2. Serve as a member of the Scheduling/Data Management team.
3. Serve as an ex-officio member of all teams lending assistance at the request of the team leaders.
4. Take the minutes at each Curriculum Committee meeting and present to the Program Director for distribution at least one week before the next scheduled meeting. Designate a replacement if absent from meeting.

Standing Teams

1. The teams shall include: (see Appendix for team descriptions)
 - Academic Teams
 - History/Social Science/Politics
 - Literature (poetry, prose)/Writing/Drama
 - Wellness (physical, mental)/Hobbies/Sports
 - STEM
 - Visual Arts and Music/Philosophy and Religion/Foreign Language
 - Long Form One Time (LFOT): Field Trips/Fab Fridays/Summer Series/Wednesday WOWs
 - Moderator Support
 - Road Scholar
 - Sampler/BBL Hosts
 - Scheduling/Data Management
2. Members are expected to support the work of the team by participating fully and completing tasks assigned by the team leaders.
3. Team members need not be members of the Curriculum Committee.

Role of the Team Leaders:

1. Must be a member of the Curriculum Committee.
2. Will serve at the discretion of the Curriculum Committee Chair.
3. Determine the goals of each team.
4. Determine the best course of action for achieving those goals.
5. Determine the size of the team appropriate to the charge of the team.
6. Select members by extending an invitation and/or by accepting volunteers and inform the Curriculum Committee Chair.
7. Call meetings at least three times annually.
8. Assign tasks to members, clearly indicating deadlines and the goals to be met.
9. Select a deputy to take responsibility of the duties of the team should the team leader be unable to fulfill those duties. The deputy should work closely with the leader, keeping in mind the possibility of one day assuming the role of leader.
10. Determine whether the work of the team is in alignment with the most recent Strategic Plan and what more the team could do to further its goals.
11. Prepare and update a manual (procedures, policies, etc.) outlining and detailing the work of that team. The “manual” format and extent may vary and be appropriate to the scope of work of the team. This should be passed on in a timely manner to the succeeding leader.
12. Report progress to the Curriculum Committee Chair.

Changes to the Standing Rules:

1. The Standing Rules may be added to, amended, or rescinded at any business meeting where a quorum is present.
2. The change to the Standing Rules will be approved by a majority vote with previous notice given of the proposed change. Without previous notice, a 2/3 majority vote will be required for approval.

OLLI Curriculum Committee

Standing Rules

Appendix

- Academic Teams:

These teams shall be comprised of Curriculum Committee members as well as OLLI members at large. The specific subject area teams will meet each term to assess the variety and diversity of the multi-week course content as per the Goals of the Strategic Plan. The LFOT team will similarly assess their presentation content. Teams will use information from participant feedback forms, surveys, and other various measure to generate ideas for new topics/content as needed. **All Academic Teams are responsible for actively recruiting both veteran and new moderators/presenters as needed in order to maintain a balanced and diverse course catalogue during a given academic year.** Teams will report to the Curriculum Committee once a term. Annually, each Team will submit a report to the Curriculum Committee containing data for the academic year, specifically, the total number and diversity of courses/presentations offered, new courses/presentations sought and scheduled, and the number of new multi-week moderators and one-time presenters recruited.

- History/Social Science/Politics
- Literature (poetry, prose)/Writing/Drama
- Wellness (physical, mental)/Hobbies/Sports
- STEM
- Visual Arts and Music/Philosophy and Religion/Foreign Language
- Long Form One Time (LFOT): Field Trips/Fab Fridays/Summer Series/Wednesday Wows

- Moderator Support:

This team is responsible for moderator orientation and professional development. Its primary focus is “Gateways to Success,” a 2-day program required each term for New Multi-week Moderators prior to the scheduling of their proposed courses. In addition, Moderator Support is responsible for organizing and planning professional development opportunities open to all moderators based on their needs or interests as well as for individual mentoring when necessary.

- Road Scholar:

This team is responsible for selecting Road Scholar programs for the participation of the OLLI membership. The leader will coordinate the team’s efforts with the Road Scholar office. The team may choose to survey the OLLI membership to ascertain travel interests.

- Sampler/BBL Hosts:

The members of this team will serve as or appoint Hosts to facilitate Sampler and BBL presentations by welcoming and introducing the speaker. The Co-Chairs will set the schedule and provide pertinent biographical and topic information to those serving as Hosts.

- Scheduling/ Data Management:

The leader of this team shall be the person who maintains the databases of moderators, and course offerings.

At least one other Committee member shall serve on this team that has a working knowledge of all tasks performed by the leader and have access to the various computer programs used to conduct the Committee’s business.

Team members shall include, at the minimum, the Curriculum Committee Chair, Vice Chair, Past Chair, and the Moderator Support leader

Members shall meet before each term to consider the submitted proposals, develop the schedule, and compile the catalog listings for the upcoming term. This team also assists the Program Director in the preparation of web-based proposal forms, sends out the emails soliciting proposals and reminder emails to potential moderators, and downloads and organizes the proposal data after the proposal deadline.